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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Assistant Director for Communications

SUBJECT: Survey of Non O/TR Training Activities

DATE: 5 NOV 1951

In accordance with the request received by the Training Liaison Officer, Office of Communications, attached is a report of the training courses currently being conducted by this office.



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OFFICE OF COMMUNICATIONS TRAINING COURSES

1. The Communications Training Branch offers courses in communications activities for personnel from the Offices of Communications, Operations, Policy Coordination, and Special Operations. In general terms, these courses are designed to qualify the individual to perform the communications duties of his assignment. Courses are conducted in staff and clandestine radio operating and theory, teletype and power equipment maintenance, teletype procedures, covert surveillance, and staff and clandestine cryptographic systems and procedures.

2. Information relative to each course follows:

a. Staff Radio Training Course

(1) Objective - Qualification of personnel as radio operator technicians capable of performing maintenance upon appropriate equipment and of utilizing correctly the proper transmission procedures in connection with their assignments. This course is designed specifically for Office of Communications personnel.

(2) Scope - Students receive instruction in the sending and receiving of international Morse code, radio theory, maintenance of agency equipment, agency signal plans, and agency procedures. Included in the course is on-the-air operation to accustom the student to use of these procedures.

(3) Duration - Course is twelve weeks in length.

(4) Frequency - Course is of a continuing nature with classes entering on a bi-weekly basis.

(5) Personnel -

(a) Instructors - thirteen

(b) Students - present enrollment, 80. Recent completion of new facilities permit a maximum of 220 in the course at any one time. These will normally be divided into classes of 20 each.

b. Teletype and Power Equipment Training Course

(1) Objective - Qualification of personnel as maintenance experts on the teletype and power equipment utilized by this agency.

(2) Scope - Students receive training in the electrical and mechanical components of the teletype and power equipment utilized. Much of this work is of laboratory nature.

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(3) Duration - The course is 8 weeks in length with the teletype maintenance subcourse 6 weeks in duration and the power equipment subcourse 2 weeks in length.

(4) Frequency - Course is on a continuing basis with classes entering bi-weekly.

(5) Personnel -

(a) Instructors - two

(b) Students - present capacity is 12 and is limited by the amount of equipment available for the laboratory phase of instruction.

c. Staff Cryptographic Course

This course consists of two subcourses - a staff cryptographic training course and a staff cryptographic briefing course.

(1) Objective - The staff cryptographic training course is designed to qualify individuals to perform staff cryptographic duties in connection with their assignments. The briefing course is designed to acquaint personnel with the cryptographic procedures and systems in use at their stations but does not qualify the student as a communicator. This course is also utilized as a refresher course for returnees or others who have previously received the training course.

(2) Scope - Students in both subcourses receive training in physical, cryptographic, and transmission security; special systems; special procedures; and special cover plans. Students in the training course receive intensive practice in these items, whereas, briefing students do not.

(3) Duration - The training course consists of 120 hours for OSO and OPC personnel; the course for Office of Communications personnel is 160 hours. The additional 40 hours are devoted to explanation of, and practice on, clandestine systems. The briefing course has a maximum duration of 40 hours.

(4) Frequency - Course is of a continuing nature with classes accepted weekly or bi-weekly depending on the availability of instructors.

(5) Personnel -

(1) Instructors - four at the present with a maximum of 10 planned.

(2) Students - a ratio of 12 students in training course to one instructor. Maximum of five briefing students per class.

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**SECRET**

**SECRET**

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d. Teletype Procedures Course

(1) Objective - To qualify personnel in the operation of teletype facilities, the transmission of messages via these facilities, and the use of certain cipher devices used in conjunction with teletype equipment.

(2) Scope - Student receives instruction in teletype vocabulary, equipment, Baudot code, teletype procedures, and operating procedures. Instruction is also given in those cipher systems utilized in conjunction with teletype equipment.

(3) Duration - Length of course is three weeks.

(4) Frequency - Course is of a permanent nature with classes entering every third week.

(5) Personnel -

(a) Instructor - two

(b) Students - maximum of sixteen

e. Clandestine Radio Course

This course is divided into two subcourses - a training and a briefing course.

(1) Objective - The training course qualifies students in the operation and maintenance of specific equipment for their assignment. The briefing course is designed to familiarize the student with the clandestine radio equipment used in his assigned area.

(2) Scope - Covers the same field of study as does the Staff Radio Course. Intensity of training varies with training or briefing course.

(3) Duration - Courses must be hand tailored to the needs of the individual. The time required is dependent upon the student's ability to learn, his past experience, and his projected assignment.

(4) Frequency - Dependent upon availability of instructors.

(5) Personnel -

For security reasons, normally, students are trained on an individual basis.

(a) Instructors - nine

(b) Students - dependent upon security requirements

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**SECRET**

**SECRET**

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f. Clandestine Cryptographic Course

This course consists of two subcourses - a briefing and a training course.

(1) Objective - The objective of the training course is to qualify the student to perform clandestine cryptographic duties. The briefing course is designed to acquaint the student with types of ciphers used in clandestine communications.

(2) Scope - Covers same area of study as does staff course with emphasis on clandestine systems and procedures.

(3) Duration - No definite length. Dependent upon student's ability, past experience, and proposed assignment.

(4) Frequency - Dependent upon availability of instructors.

(5) Personnel -

Same as clandestine radio course.

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(3) Duration - Dependent upon student's requirements.

(4) Frequency - As required.

(5) Personnel -

(a) Instructors - one

(b) Students - One to three

3. In addition to these formal courses of instruction, on-the-job training is provided in frequency propagation and crystal grinding. These courses are informal in nature and are scheduled in accordance with the need for such training. The objective of these courses is to qualify selected individuals in the preparation of frequency propagation studies for preparation of signal plans or in the grinding of crystals, in order to properly support overseas base stations. Classes in these courses are scheduled according to need, with only one student per class.

\* The term "bi-weekly" is used herein to mean "occurring every two weeks".

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